

Denise M. Lucks
Clerk of Court

Eva Roeber
Clerk of Court

Doug Steensma
Chief Probation Officer

Omaha
111 South 18th Plaza
Omaha, NE 68102

Lincoln
100 Centennial Mall N.
Lincoln, NE 68508

www.ned.uscourts.gov

Important Dates

Opening Date:
Monday, April 28, 2025

Closing Date:
Sunday, May 18, 2025

Appy to:

USDCHR@ned.uscourts.gov

The District of Nebraska is an Equal Opportunity Employer and has a strong commitment to achieving diversity among staff.

CAREER OPPORTUNITY

DISTRICT OF NEBRASKA – SHARED SERVICES DEPARTMENT

Position: Financial Analyst
Vacancy: 25-05
Classification: CL 26
Salary Range: \$54,378 - \$88,357*
Career Opportunity: CL 27/61 without further competition
Duty Station: Omaha Status: Full-time permanent
Open to: All qualified candidates Number of Positions: One (1)

*Starting salary is set considering human resources policies, qualifications, experience, and applicant's current salary or federal pay grade.

POSITION OVERVIEW

This job opportunity is with the Judicial Branch of the Federal Government. The judicial branch is one of the three separate and distinct branches of the U.S. government and is independent from the other two. This position is in the Shared Services Administrative Services Department of the District of Nebraska.

Duties include, but are not limited to, the following:

- Assist in the development, evaluation, and implementation of policies, procedures, and protocols related to financial operations and budgetary execution across the court units of the district.
- Conduct compliance reviews to ensure the court unit adheres to policy, internal controls, and accounting principles prescribed or permitted by the Administrative Office of the United States Courts. Prepare documents identifying findings and develop written recommendations for necessary changes.
- Maintain, reconcile, and analyze accounting records, including cash receipts journals, registry funds, and deposit funds, along with subsidiary ledgers for allotments and other fiscal records.
- Perform accounts payable and accounts receivable duties, ensuring the accuracy and accountability of monies received and disbursed by the court.
- Prepare, update, examine, and analyze a variety of regular and non-standard reports as requested by any court unit, Administrative Office of the United States Courts, or other organizations/agencies.
- Design, develop, and maintain spreadsheet formats and programs for financial analysis.
- Ensure adherence to internal controls for disbursement, transfer, recording, and reporting of monies.
- Review vouchers for payment appropriateness and accept responsibility for files and documents related to the monetary aspects of case management.
- Collaborate with information technology staff to develop or customize programs or systems to assist with financial transactions and record-keeping.
- Oversee financial operations to ensure compliance with internal controls, policies, and procedures.
- Assist with monitoring of daily fund balances and transfer of funds as necessary.
- Utilize a variety of manual and automated accounting systems and cash management tools. Assist and train other court employees in the use of these systems and tools.
- Performs other duties as assigned.

Conditions of Employment:

- Applicants must be a citizen of the United States or eligible to work in the United States. To review citizenship requirements for employment in the Judiciary, please visit <https://www.uscourts.gov>.
- The final candidate will be subject to a background security check after a conditional offer of employment has been extended and accepted.
- Applicants will not be asked about their criminal history prior to receiving a tentative offer of employment. Applicants completing the AO 78 Application for Judicial Branch Employment are not required to complete questions 18 through 20 regarding criminal history. Criminal history is not in itself disqualifying.
- Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire. All application information is subject to verification.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation.
- Employees are subject to mandatory electronic funds transfer.
- Except for Probation Officers, employees are considered "at will".
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees

QUALIFICATIONS

Qualifications must be met at the time of the application.

Required:

Must have two years of specialized experience, or a bachelor's degree may be substituted for specialized experience. A bachelor's degree in accounting, finance, or business-related field from an accredited college or university is preferred.

Specialized experience:

Progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices, and principles of financial administration and/or accounting; and involved the routine use of automated financial and accounting systems or other computer-based systems and applications such as word processing, spreadsheets, or databases. Experience using Microsoft Word, Excel, and Outlook preferred.

APPLICATION PROCEDURE

Applicants must submit a PDF document to USDCHR@ned.uscourts.gov to include a:

- Cover letter
- Resume
- Application [Form AO-78](#) (all sections must be completed)
- Contact information for three professional references

Application materials that do not adhere to this procedure will not be considered. Only candidates selected for interviews will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

The court reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

BENEFITS PACKAGE

- Health, dental, vision, life, and long-term care insurance
- Health and dependent reimbursement accounts
- Student loan forgiveness
- Federal Employee Retirement System
- Thrift Savings Plan with 5% match
- Flexible work schedule
- Telework
- Paid annual and sick leave
- Paid federal holidays
- Parking
- On-site fitness facility

<http://www.uscourts.gov/careers/benefits>